

January 14, 2005

JOB DESCRIPTION

Job Title: Fire Chief

Supervisor: City Manager

Supervises: All employees of the Fire Department

Summary Job duty: Direct and coordinate the operations of the City Fire Department, supervises fire prevention and fire suppression activities, medical emergency first responder activities, responsible for enforcement of federal, state and local laws, codes, and ordinances related to public safety and welfare.

Essential Job Duties:

1. Directs the fire prevention and fire suppression activities of the City.
2. Directs the medical emergency first responder activities of the City.
3. Supervises volunteer firefighter officers and volunteers firefighters in the performance of their duties.
4. Maintains fire station building, fire vehicles, and portable fire equipment in good working and safe conditions, observing all applicable laws and regulations pertaining to said buildings, vehicles, and equipment.
5. Provides for education and training of volunteer firefighters with all applicable laws and regulations pertaining to said volunteer firefighters, and in accordance with current firefighting practices and standards.
6. Plans for the efficient operation of the City's fire prevention and fire suppression activities, identifies and solves operational problems, analyzes department short and long term needs, and makes recommendation to the City Manager to address identified needs.
7. Prepare an annual departmental budget recommendation and submit it to the City Manager with supporting documentation. Administers approved budget and monitors operational expenditures for fiscal compliance.
8. Keeps the City Manager apprised of departmental activities, and submits monthly run report copies to the City Manager.
9. Prepares and submits all incident reports as required by State laws and regulations.
10. Prepares and submits an annual department report to the City Manager.

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11. Maintain all records regarding departmental operations as required by State law and regulations.
12. Attends local, regional, State and Federal meetings of fire department chiefs and personnel.
13. Responds to information requests in a timely fashion.
14. Enforces City ordinances relating to fire prevention, fire suppression, and open burning. Investigates and/or assists the investigation of causes of fires.
15. Works with City Public Services Supervisor regarding installation and maintenance of fire hydrants on the City's water distribution system.
16. Serves as City Emergency Services Coordinator in case of natural or man-made emergencies.
17. Cooperates with the Ottawa County Sheriff's Department Marine Patrol Division in the event of an emergency on an area waterway.
18. Cooperates with the Ottawa County Emergency Management Services director.
19. Responsible for decision making for departmental personnel actions. Makes decisions in the area of hiring, promotions, demotions, terminations, disciplinary and grievance actions, subject to City Manager review.
20. Updates Fire Department Manual as needed.
21. Updates emergency preparedness and operation plans, maintains the Emergency Operation Center during disasters and emergencies.

Essential Job Duties – General:

1. Performs the duties of subordinate fire officers or of firefighter in the event of temporary absences or as emergencies dictate.
2. Performs other administrative tasks such as preparing departmental payroll, preparing specifications for new apparatus and equipment, purchasing supplies.
3. Performs other duties as required.
4. Knowledge of the geography, street block numbers, and water supply locations of the City.

The above duties are intended to describe the general nature and level of work to be performed by a person assigned to this classification. These duties are not to be construed as an exhaustive list of all the duties to be performed by a person assigned to this classification. From time to time, the City Manager may assign other duties to this classification.

Required Qualifications:

1. Specialized training and experience in the direction of volunteer firefighters.
2. Knowledge of the equipment, materials, and methods used in fire prevention and fire suppression operations.
3. Complete understanding of State and local laws and regulations regarding firefighting activities and on the job safety for firefighters.
4. Ability to plan day to day fire department activities, and to prepare short and long term plans for improvement.
5. Ability to prepare budgets and reports, and to keep records.
6. Ability to work with other City department, other fire departments, other emergency services providers, and the public.
7. Must possess a valid Michigan driver's license.
8. Certified in Fire Officers I, II, III and in Incident Command.

Physical demands:

While performing the duties of this job, the employee is frequently required to stand; walk; lift light or heavy objects, operate tools or equipment requiring a high degree of dexterity; climb ladders, stoop, kneel and crouch.

Work environment:

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and possible toxic or caustic chemicals. The work requires the use of protective clothing and devises.

The City of Ferrysburg is committed to prohibiting discrimination in employment on the basis of race color, creed, national origin, religion, sex, or handicap status.

**CITY OF WAYLAND
JOB DESCRIPTION**

Fire Chief

Supervised By: City Manager
Supervises: Department Staff
FLSA: Exempt

Position Summary:

Plans and directs a complete program of fire prevention and suppression; administers departmental policies, procedures, and regulations pertaining to fire activities, firefighting equipment, building and grounds maintenance, department personnel, and overall departmental administration.

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform.

1. Plans, develops, and oversees the day-to-day operations of the fire department in a manner that promotes innovation and continuous improvement. Develops, recommends, and implements policies and procedures in accordance with municipal codes and applicable laws and regulations.
2. Manages department staff, including volunteer staff, in a manner that promotes positive employee relations, maximizes productivity, and enhances the positive role of fire services within the community. Directs the recruitment, hiring, training, counseling, evaluating, and disciplining of department staff, including contractual employees.
3. Assigns duties and determines work schedules for department staff. Considers availability of staff during critical fire periods.
4. Researches and anticipates the needs of the community related to fire services. Periodically conducts field inspections and evaluates fire prevention services. Utilizes the Fire Safety House as needed for fire training and prevention programs.
5. Responds to fire and medical emergencies, including those that occur outside of normal business hours. Directs fire scenes and staff, takes lead command at major scenes, and coordinates firefighting activities with other departmental supervisory staff where multiple units are involved.
6. Establishes and coordinates preventive maintenance and replacement of equipment, responding to any emergency apparatus issues. Makes purchasing recommendations for new equipment as needed. Coordinates purchasing activities with other City staff as appropriate.
7. Prepares and administers department budget, monitors receipts and expenditures, and ensures proper controls and accountability. Develops long-term plans for improving and

maintaining cost effective operations.

8. Completes, reviews, and follows up on various reports. Investigates complaints, directs and participates in investigations.
9. Authorizes the release of department-related information to the press.
10. Tracks projects and activities, collects data, prepares correspondence, progress, and other general reports and completes related administrative activities for the department.
11. Receives and responds to questions, concerns, and complaints from the community. Works with other departments and the City Manager to ensure the timely and satisfactory resolution of issues. Attends and presents at various meetings to promote public relations and enhance fire services and programs within the City.
12. Works strategically with the City Manager, coordinates and consults with other City staff, and seeks input from specialists and experts as needed. Ensures coordination, compliance, and communication with other local units, State, and Federal agencies.
13. Keeps abreast of modern fire fighting methods, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- An associate's degree or equivalent in fire science, or related field. A bachelor's degree or equivalent is preferred.
- Five or more years experience in fire service, with at least two years in a supervisory/command role.
- Previous management or supervisory experience, preferred.
- A valid State of Michigan driver's license, a satisfactory driving record, and the ability to maintain one throughout employment are required.
- Certification as a Fire Officer, with completion of the Michigan Fire Fighters Training Council II, Fire Officer II, Hazardous Materials Operation, Michigan Department of Public Health Medical Responder, Haz-Mat Operations, ICS and NIMS. Must maintain certification in CPR and use of an automatic external defibrillator.
- Knowledge of the best practices, procedures, methods, and techniques associated with modern fire science.
- Knowledge of the principles and practices of progressive operations and staff management.

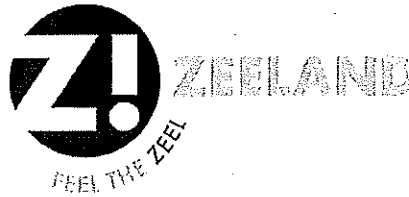
- Knowledge of local, State, and Federal statutes, regulations, and procedural requirements governing municipal fire prevention and suppression and medical response activities.
- Skill in planning, directing, and supervising the work of others and maintaining command in emergency situations.
- Skill in handling difficult public relations issues with tact and diplomacy.
- Ability to prepare budgets, collect data, prepare accurate reports and present information to groups in a public setting.
- Ability to utilize computers to manage data, prepare correspondence and complete general administrative duties.
- Knowledge and practical use of computers, copiers, fax machines, digital cameras, and other administrative pieces of equipment.
- Ability to work constructively and interact professionally with subordinate employees, colleagues in other departments, elected officials, the general public, the media, contractors, and representatives of other public agencies.
- Ability to respond to emergencies or attend meetings outside of normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office or travel to other locations to attend meetings.

This position is also required to work outside the office at fire scenes and other dangerous settings that may involve fumes, dust, chemicals, or other hazardous materials, loud machinery and equipment, and other dangers associated with fire scenes. An employee in this position must have the strength, stamina, and physical coordination needed to gain access to fire scenes and/or perform firefighting activities.



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

Job Description

Director of Fire/Rescue--Fire Chief

Supervised By: City Manager

Supervises: Assistant Director of Fire/Rescue and Paid on-call Fire/Rescue Personnel

General Summary:

Under the general supervision of the Interim Director of Public Safety Services, the Director of Fire/Rescue--Fire Chief directs all operations of the fire/rescue department in the protection of life, property and prevention/control of fire; oversees the operations of emergency medical services; conducts interviews; makes hiring recommendations; supervises all fire/rescue department personnel; and delegates or develops policies and procedures to ensure compliance with federal, state and local ordinances. This is a salaried position and it is based on 1,250 hours annually.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manage and supervise firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaul tasks.
2. Manage and supervise emergency medical services activities including administering first aid and providing other assistance as required.
3. Develop policies, procedures and guidelines to ensure compliance with Federal, State and Local laws and regulations to include, but not limited to: Fair Labor Standards Act, Right to Know, Hepatitis B, Hazardous Materials, Fire Fighter Training Certification, MIOSHA Requirement Part 74, NFPA Standards and Michigan Fire Prevention Act 207.
4. Ensure that an incident command system is used at all emergency operations

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and as Incident Commander, determine which apparatus and personnel will respond to alarms.

5. See that assigned duties are satisfactorily completed and that department rules and policies are followed by him or herself and members under his or her command, and will administer discipline when necessary.
6. Make recommendations for the appointment, promotion and dismissal of fire/rescue department personnel.
7. Supervise in house programs for the training of fire/rescue personnel in modern methods of fire fighting, emergency medical services, and in use and care of equipment.
8. Prepare and administer the department budget and maintain expenditures within appropriated budget levels.
9. Coordinate fire/rescue department activities with other municipal departments.
10. Conduct building tours to inspect for fire hazards and familiarization purposes, take part in pre-incident surveys and in fire prevention and education programs.
11. Responsible for investigation of each property damaged by fire to determine its origin and cause, valuation, damage and insurance.
12. Maintain professional development by attending meetings, conferences and seminars, etc.
13. Recommend the purchase of new equipment and direct the drafting of specifications for the equipment.
14. Supervise the maintenance, repair, improvement and replacement of fire fighting equipment, emergency medical equipment, radio equipment and property of the fire/rescue department.
15. Develop long term plans for improving and maintaining cost effective



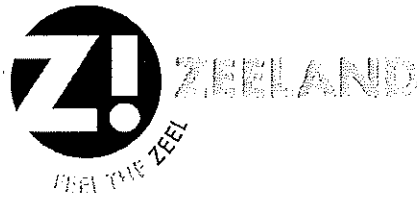
operations.

16. Responsible for delegation and/or completion of records and reports.
17. Authorize the release of information to the press.
18. Perform related work as required.

Desired Knowledge, Skills, Abilities and Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and qualifications necessary to perform the essential functions of the position. An equivalent combination of education and experience listed below may be considered.

- Education requirements include a high school degree and considerable advance training in fire administration, firefighting techniques and practices; and/or emergency medical services.
- Required experience includes ten years of experience in firefighting work and/or emergency medical services in a progressively responsible nature, including considerable experience in a supervisory capacity.
- Thorough knowledge of modern firefighting methods and techniques and ability to apply this knowledge to various fire control and fire prevention problems.
- Thorough knowledge of medical first responder methods and techniques and ability to apply this knowledge to various emergency medical situations.
- Thorough knowledge of the use and operation of a variety of firefighting /emergency medical equipment and apparatus.
- Ability to plan, assign and coordinate the work of a group of employees engaged in fire prevention, fire control activities, and emergency medical responses.
- Ability to maintain discipline, to lead and command personnel effectively, and direct personnel and equipment under emergency situations.



- Skill and ability to establish and maintain an effective working relationship with public officials, fellow officials, the media, and the general public.
- Ability to secure grants and administer grant funds/projects.
- Ability to prepare and monitor budgets.
- Ability to attend meetings and special events scheduled at night, weekends and at other than regular business hours.
- Skill in operating a personal computer and associated equipment as necessary to perform administrative job functions.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Maintain a valid Michigan driver's license.
- Completed, or will complete, Michigan Firefighters Training Council Firefighter II, Fire Officer III, and appropriate level of licensure to meet the departmental license for MFR.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, maintain balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job



include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

Date: 3-3-08

